



# *The Green Room* at Wolf Pen Creek

## MISSION STATEMENT

Our staff mission at Wolf Pen Creek is to provide clean, attractive, and affordable facilities as well as excellent customer service to meet the needs of the Brazos Valley community.



These policies have been created to establish a guideline for all events held at The Green Room at Wolf Pen Creek. By the nature of the facility and its proximity to other rental areas at Wolf Pen Creek, all of the events are unique and will have different rules that may be applicable depending on the types of activities that are planned. This guideline is only a summary and does not attempt to include every rule or special condition that may apply to possible events. Please call the Wolf Pen Creek Administrative Office if you have specific questions about your event at (979) 764-6385.

## **OPERATIONAL POLICIES**

**ACCESS-** Wolf Pen Creek Staff on duty have access to all rented areas during all events.

**ALCOHOL POLICY-** Guests attending events are not allowed to bring their own alcohol into the event. “Bring Your Own Bottle” is prohibited. Alcohol may be sold or served providing all policies of the TABC, the State of Texas, Brazos County, and the City of College Station are observed. The Lessee may provide alcohol to guests at the event or may establish a cash bar utilizing a local retailer. **No glass containers are allowed.**

**AVAILABLE HOURS FOR EVENTS-** 7am to Midnight—Overnight retreats or lock-ins will be considered on a case by case basis.

**CANCELLATIONS-** In order to receive a deposit refund, written notification of cancellation to the venue manager must be received no later than 90 days prior to the event date. Notification of cancellation received after this deadline will result in any fees and deposits forfeited by the Lessee in favor of the City.

**CATERING DEPOSITS-** Caterers and alcohol service providers are not required to place a deposit. Lessee shall be responsible for any clean-up.

**CLASSIFICATION OF USE-** Private parties, educational events, student organizations, civic groups, and non-profit organizations fees are granted reduced rental fees. Any event produced by a business is considered **commercial**.

**CLEAN UP-** The Lessee is responsible for the cleanup of The Green Room after use. All areas are to be returned in the same condition in which they were received. All trash shall be removed immediately after the event to the outside dumpsters. All surfaces are to be clean (floors, tables, chairs, counters, and walls). Parking area should be free of litter and debris. **If clean up is not performed adequately, deposit shall be used by the City to repair, replace, or pay for any property damage and clean up that occurs during the Lessee’s or any participant’s at the event sponsored by the Lessee use.**

**CONSECUTIVE/REGULAR BOOKINGS-** Groups who wish to schedule regular weekly, bi-weekly, or monthly use may do so up to six weeks at a time. The Green Room is a special event facility and this policy ensures that one group does not monopolize specific dates, blocking it from being used primarily for its intended purpose.

**COOKING-** Cooking on the premises is allowed only by prior approval of the Venue Manager.

**DEPOSITS-** Deposits are payable at the time the space is reserved. “Tentative” holds for dates are not allowed. This deposit will be refunded after the event **if** the facilities are returned in the condition in which they were received, and no additional charges accrue during the event.

**DECORATIONS-** During the installation, display, and removal of all decorations the Lessee is responsible for their own safety, as well as the safety of those associated with the event at all times. No decorative or other materials shall be nailed, tacked, screwed or otherwise physically attached to any part of the Facility without prior authorization from the Venue Manager. **Helium tanks must** be secured to a load bearing structure upon arrival and remain secured until their departure. Candles can be used for decoration only, if the candle is contained and the flame does not extend higher than the container. **The following items are prohibited: straw, hay, glitter, confetti, and fireworks.** The throwing of sterilized birdseed and the use of bubbles is restricted to the outside area only.

**EQUIPMENT-** In the event The Green Room does not have adequate equipment suitable to the proposed use or to meet the needs of those attending, the lessee shall supply such equipment.

**FEE DISCOUNTS-** Lessees booking three or more events at one time, or three or more days of use at one time are eligible for a 15% discount on the total rental fee.

**FEES-** The rental fee must be paid 10 working days in advance of the event. Any items sold on the premises are subject to vending fees—including, but not limited to photos, concessions, alcohol, souvenirs, and books.

**NON-CONFORMING EVENTS-** Events not conforming to the accepted community standards or any event that has been scheduled based on untrue or misleading information provided by the Lessee shall be rejected or cancelled.

**POLICE OFFICERS-** Police Officers will be required for any rental of the Green Room when alcohol is present. The City reserves the right and authority to determine the reasonable number of officers necessary for a particular event so as to ensure the safety of the public and the premises at all times during which the facility is used. The City shall contact the College Station Police Department to make the necessary arrangements.

**PUBLIC EVENTS-** Dances or socials deemed “open to the public” are prohibited.

#### **RESERVATION PROCEDURES -**

1. Additional charges may be assessed for property damage(s) and occupancy periods that extend beyond the times reserved. Once the estimates on the damage(s) have been made, the Lessee shall pay all additional charges in excess of the deposit within a reasonable amount of time of being informed of such.

2. If applicable, costs of City staffing shall be paid at the time of settlement with the Lessee.

**SCHEDULING IN ADVANCE-** Events may be scheduled up to 12 months in advance for events that take place Monday through Thursday. Events that take place on a Friday, Saturday, or Sunday during peak Amphitheater season can be scheduled 90 days prior to the date of the event. Peak Amphitheater season is the last two weeks of March, all of April-July, the last two weeks of August, and all of September and October. Groups who wish to schedule regular weekly, bi-weekly, or monthly use may do so up to six weeks at a time.

**SET UP AND CLEAN UP TIME-** The rental period includes any associated set up and clean up time.

**SPACE-** The rental of The Green Room includes the porches, balcony, and all inside space, including the tables and chairs contained in the building. It does not include the Amphitheater, Plaza, or Park.

#### **The Green Room at WPC**

<b><u>MEETINGS:</u></b>			
	<b><u>RENTAL TYPE</u></b>	<b><u>MON-THURS</u></b>	<b><u>FRI-SUN</u></b>
<b>4 hours or less</b>	<b>non-profit/student/civic/private</b>	\$80	\$110
	<b>commercial</b>	\$110	\$175
<b>up to 12 hours</b>	<b>non-profit/student/civic/private</b>	\$220	\$275
	<b>commercial</b>	\$275	\$325
<b><u>SOCIAL EVENTS:</u></b>			
	<b><u>RENTAL TYPE</u></b>	<b><u>MON-THURS</u></b>	<b><u>FRI-SUN</u></b>
<b>4 hours or less</b>	<b>non-profit/student/civic/private</b>	\$110	\$140
	<b>commercial</b>	\$150	\$200
<b>up to 12 hours</b>	<b>non-profit/student/civic/private</b>	\$275	\$325
	<b>commercial</b>	\$325	\$375
<b><u>Deposit varies:</u></b>		(\$200-\$600)	

#### **Capacities for Green Room set ups:**

**Banquet: 36  
Boardroom: 22  
Classroom: 30  
Theater: 42**